

In accordance with CAFN Human Resources Manual:
4.8 Pay Advance Policy

I, _____ understand that CAFN will provide me with \$_____ as a pay advance as per CAFN Pay Advance Policy 4.8.

I agree to the following:

1. The amount does not exceed wages earned to the current time earned within this pay period.
2. In no event will a cash advance be granted, unless all previous outstanding advances have been prepaid or cleared in full.
3. Payroll advances of up to \$1000.00 will be paid by appropriate deductions form the Employee's bi-weekly pay.
4. I authorize CAFN to deduct any amount owing from my final pay and that I will owe any balance that is not recovered by my final pay, if any.

I agree that the amount of \$_____ will be taken off my bi-weekly pay cheques for the period of _____ to _____

I also understand that nothing in this agreement guarantees my employment with CAFN.

Employee Date

Director of Finance Date